# Microsoft Cloud Connect Analysis

**Goal:** Investigate Google cloud connect. User A creates or modifies a doc on their computer, then syncs and shares - how does person B using MS office w/cloud connect see the doc?

**Document:**
- The link to get the download
- What happens next
- How you authenticate
- Setting up sync for manual
- How to get an initial doc that is shared for download off of Gdocs
- What happens when someone does the same thing and needs to edit and save.

**Results:**
- Setting up google cloud connect was very simple, fairly straightforward and easy to implement as shown in the tutorial below.
- However there were two distinct errors I encountered when attempting to simultaneously edit a document.
  - The first was that although Google advertises this as a simultaneous editing experience, this had some difficulty in practice.
  - Second is that unless users take care to make edits on new lines, the line spacing and order may not appear correct.
- Another key point to take note of is that unless you want every document to auto sync with Gdocs, you MUST select manual syncing to avoid this.

# Errors when Simultaneously editing:

Simultaneous editing is not truly "simultaneous."
Edits can appear out of order

*Use Case:* Two users A and B, editing the same document at the exact same time on two different computers.

*Result:*
**1.** When user A and user B click sync at nearly identical times, User A's document properly syncs while user B's document encounters an error and fails to sync, forcing user B to click 'sync' again.

**2.** When user B clicks sync a second time, his edits are not uploaded as a revision. Instead, user A's edits are added to user B's version of the document combining the two on user B's

machine.

**3.** User A has still not seen any of the edits made by User B yet.

**4.** This results in user A not seeing any of the revisions made by user B until user B clicks sync a third time, creating a new revision of whatever was on user B's machine.

**5.** At this point, user A can click sync again and download the new revision from user B.

***Analysis:*** It would appear that users must take turns syncing in order for the documents to properly line up.  Otherwise, others might not see revisions until they have synced up properly.

***Use Case***:  Edits are made on the same line then synced together.

***Result***:  Due to syncing not being simultaneous, edits being made show up without spaces, sometimes out of order as pictured below.  In the red areas, you can see how edits on the same line from two different editors appear without spaces, and not necessarily in the order they were synced.

Another Srichmond edit here 1:11PMGwscottrichmond@gmail.com is editing this line, adding lots of info 1:11 PM

Another simple edit 1:14PMHere is a long paragraph.  Here is a long paragraph.  Here is a long paragraph.  Here is a long paragraph.  Here is a long paragraph.  Here is a long paragraph.  Here is a long paragraph.  Here is a long paragraph.  Here is a long paragraph.  Here is a long paragraph.  Here is a long paragraph.  Here is a long paragraph.  Here is a long paragraph.  Here is a long paragraph.  Edited by gwscottrichmond 1:14PM

***Analysis:*** In order for edits to show up properly, user must take turns editing and make sure that edits are placed on a new line.

# Tutorial: Initial User Experience - Cloud Connect

### Step 1:  Download Google Cloud Connect

**1.1**  Went to www.lbl.gov/google to download plug-in for Cloud Connect.  The link is not obvious so I used the search function.  This eventually lead me to google's download site: http://tools.google.com/dlpage/cloudconnect

**1.2**  Here you click on the 'Download Google Cloud Connect' button.  Its important to note that you need Office 2003 or better in order for this plug-in to work.
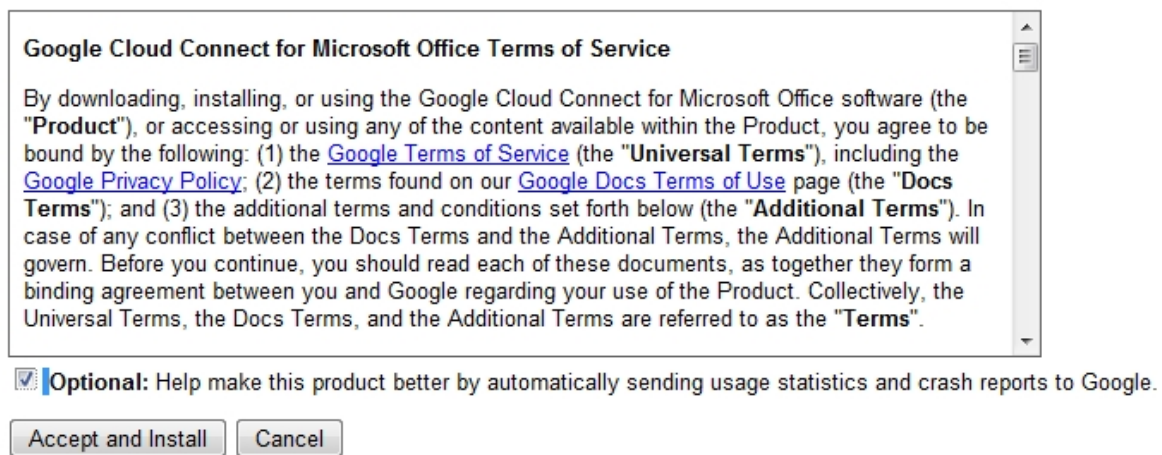
**Download Google Cloud Connect**

It's free and downloads in seconds.
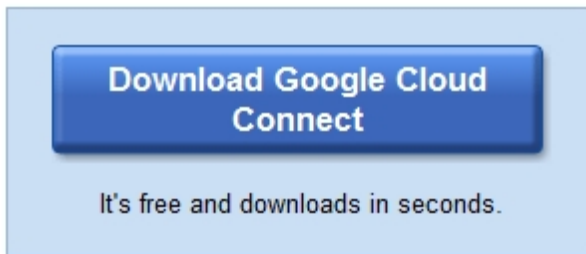
**Requirements:**

Windows XP with .NET Framework 2.0, Windows Vista, or Windows 7

Microsoft Office 2003, Office 2007, or Office 2010

**1.3** After clicking the button, you are given the terms of service, which you need to select the checkbox and 'accept and install'



**Google Cloud Connect for Microsoft Office Terms of Service**

By downloading, installing, or using the Google Cloud Connect for Microsoft Office software (the "**Product**"), or accessing or using any of the content available within the Product, you agree to be bound by the following: (1) the Google Terms of Service (the "**Universal Terms**"), including the Google Privacy Policy; (2) the terms found on our Google Docs Terms of Use page (the "**Docs Terms**"); and (3) the additional terms and conditions set forth below (the "**Additional Terms**"). In case of any conflict between the Docs Terms and the Additional Terms, the Additional Terms will govern. Before you continue, you should read each of these documents, as together they form a binding agreement between you and Google regarding your use of the Product. Collectively, the Universal Terms, the Docs Terms, and the Additional Terms are referred to as the "**Terms**".

☑ **Optional:** Help make this product better by automatically sending usage statistics and crash reports to Google.

[ Accept and Install ]  [ Cancel ]

**1.4** Now the plug-in will begin downloading and install itself into your MS Office suite.

**Thanks for trying Google Cloud Connect for Microsoft Office!** G

**The installer should complete in seconds.**

If you are having trouble with the download, click here.

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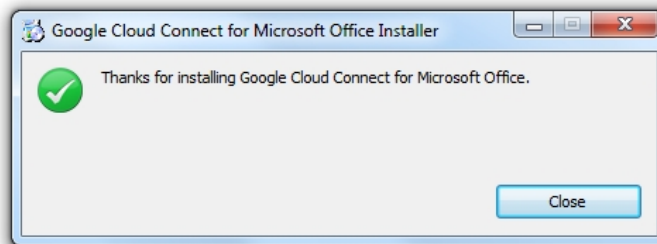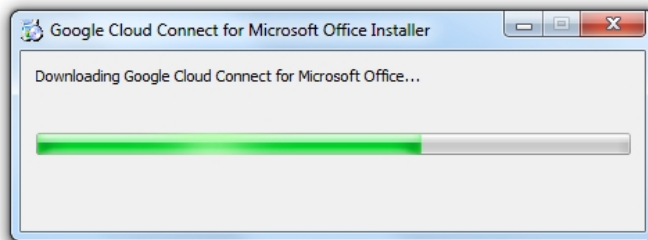




## Step 2: Enable Sync

**2.1** Once the plug-in is installed, open MS Office and you will see a drop down as pictured below. Select the 'Login' button to begin the sync process.



**2.2** The next step in the sync process is approving access to your google account. After clicking on the Login button, a screen will appear asking you to login to your google account. As pictured below I logged into my LBL account using my LDAP credentials.
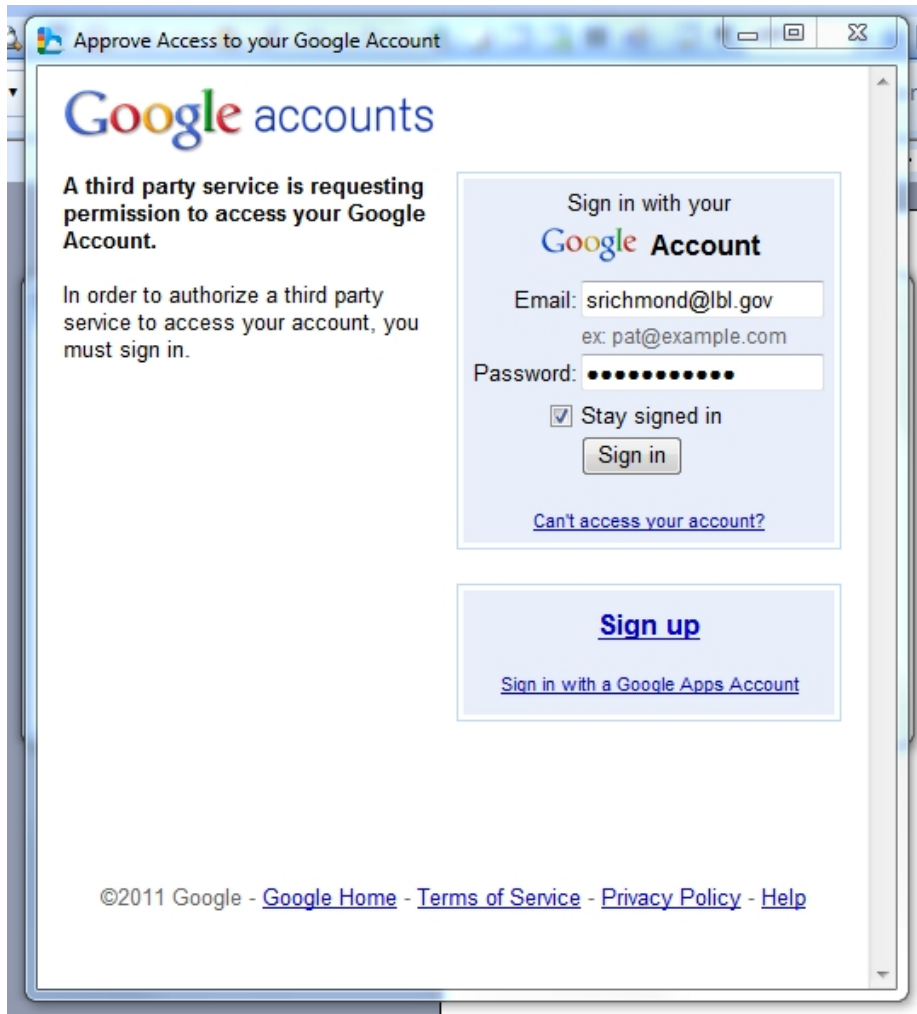
**2.3** After this, you should be redirected to the LBNL central login to login with your LDAP username and password.

**2.4** Once you have approved your LDAP account information, you will be asked by google accounts to grant access for google docs to sync.



**2.5** After you have granted access, you will be prompted to set syncing options. Select Manual. This way, not everything you do is automatically saved as a revision in google docs.
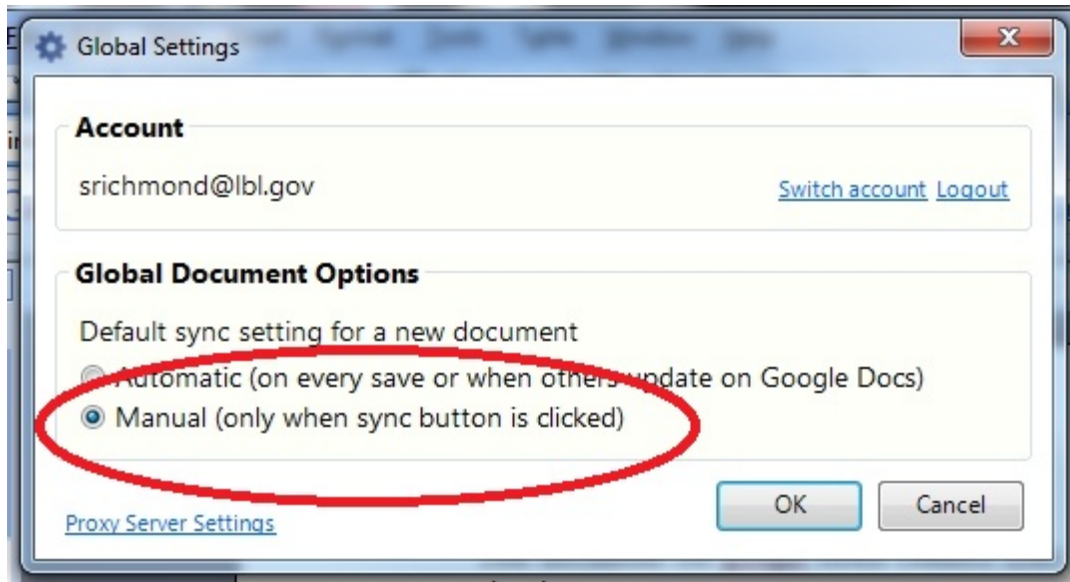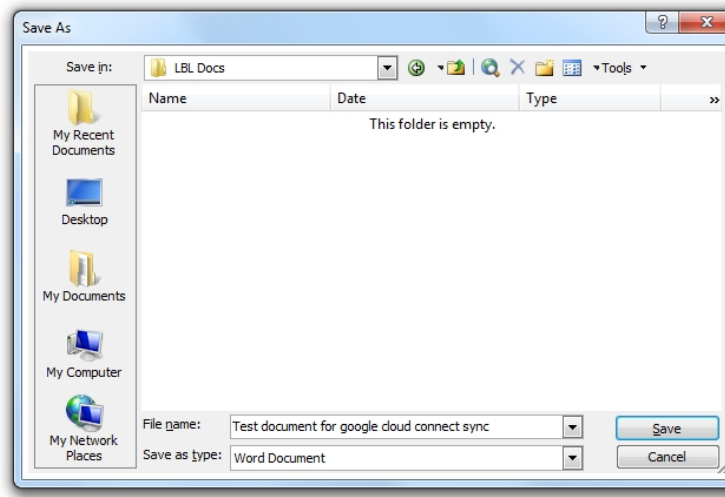
**2.6** We are now going to type some information into Word and sync this document with the google cloud. Find the 'sync' button in the upper right hand corner of your screen. When you click on it it will begin to sync the document.
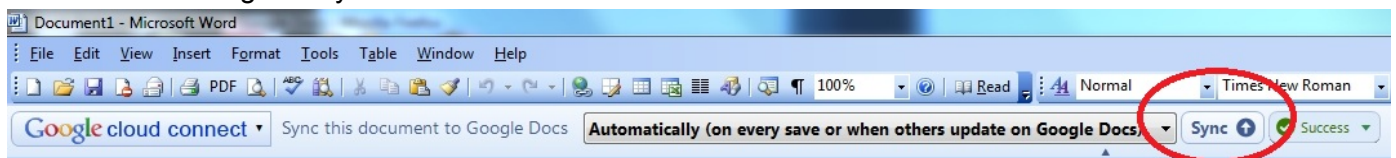


**2.6.1** Oops! In this case, I forgot to save my document first. That's alright because cloud connect is prompting me to save this document before it



syncs.

**2.7** Once saved, the document is uploaded to the cloud where it is viewable in google docs. You should see a random ID number assigned to the document now, which will tell you that the
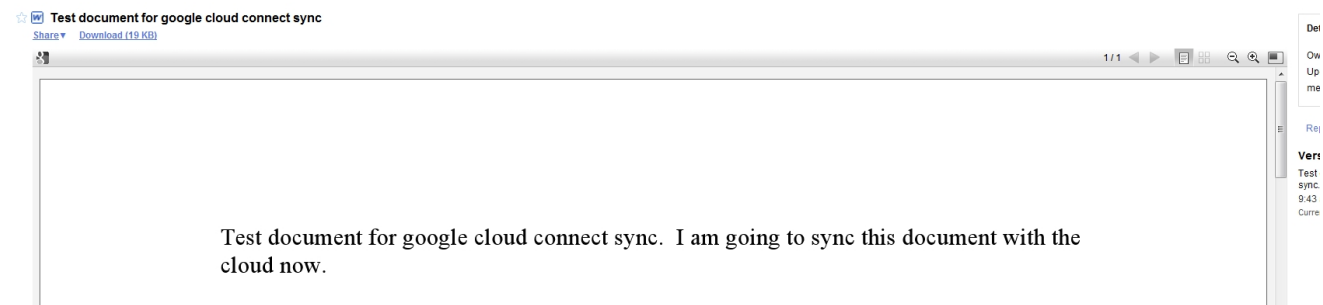
document is now synced into google docs.  .



**2.7.1**  When I navigate to my google docs page, I should see the document listed with the MS Word logo next to it.  As you can see below, my document 'Test document for google cloud connect sync' is listed.
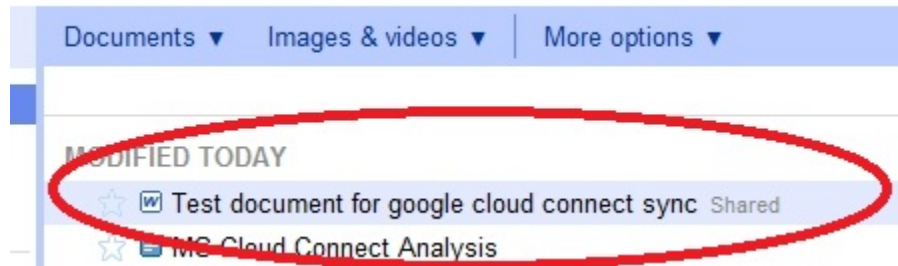


**2.7.2**  I can now navigate to that document and it will appear as a read only document in google docs.



**2.7.3**  Much like a pdf file, I cannot edit it at this time.  If I want to edit it, I need to select the option to download it to my hard drive where I can edit it in MS Word.
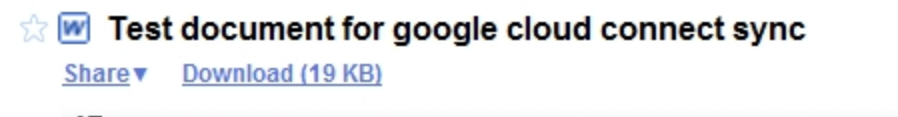


**2.7.4**  I can also see some other information about the document on the right hand side of the screen such as revision history and when each revision was made.  When multiple revisions are present, I can choose to download an earlier revision to work from.
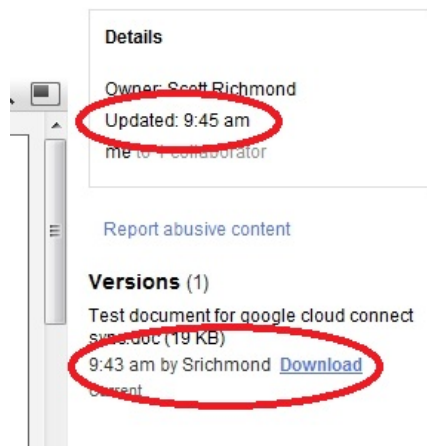
## Step 3:  Sharing the Document

**3.1**  Sharing the document is exactly like sharing any other google document.  This can be accomplished from within MS Word as pictured below or from selecting 'share' from within the document in google docs as pictured in step **2.7.3**.
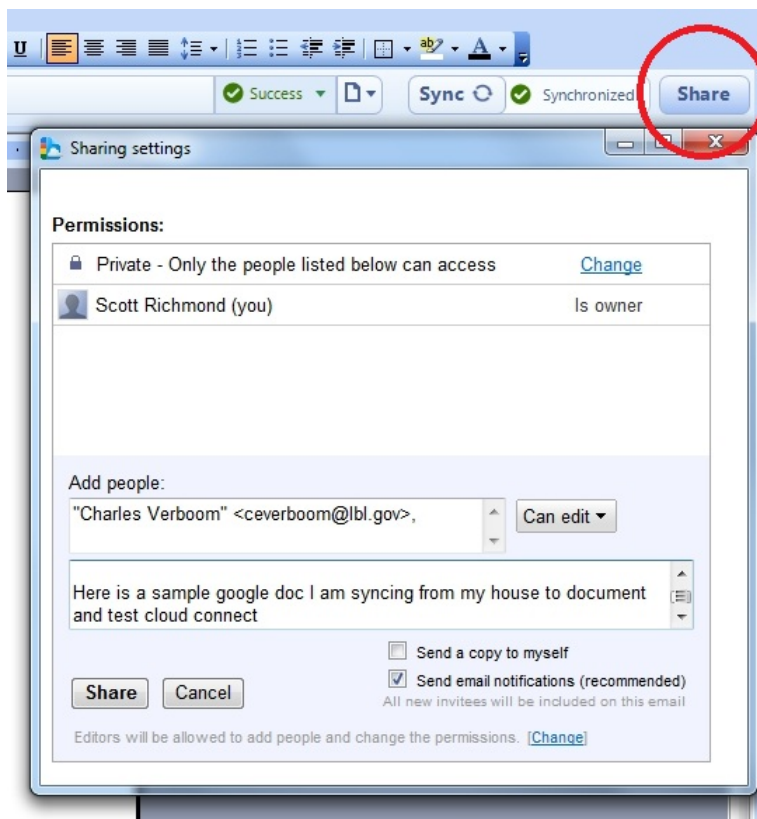


**3.2**  Now that the document is synced with another user we are going to access that document by the other user and edit it.  The document will appear in thier Gdocs home page
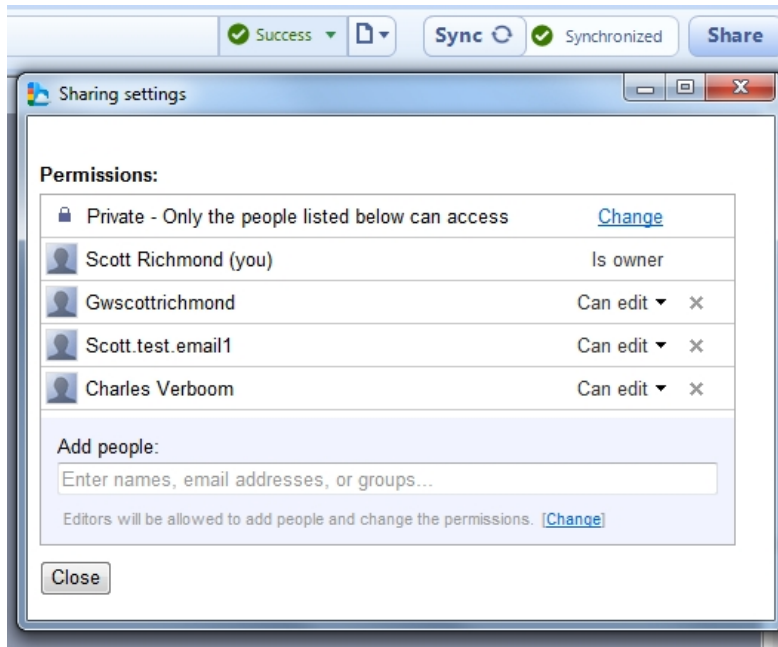
**3.2.1** From the other users Gdocs home page, they will select the document then download the document to their computer. When downloading, make sure to save the file so it is not 'read-only.' If the file is read only, any edits you make will not be able to be synced back to the cloud.



**3.2.2** When you open the document, you will see that the document is not initially synced with the cloud as evidenced by the yellow triangle that says 'sync required.' Simply click on the 'sync' link when you are ready to sync your edits
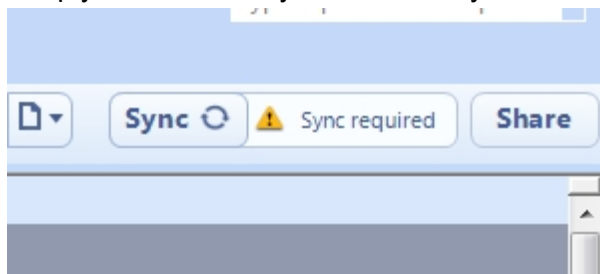


**3.2.3** When you attempt to sync your _modified_ document, cloud connect will pop up with a warning asking whether you want your document to become a new revision or a completely separate document. Select new revision (version 4 in the image) to update the document.
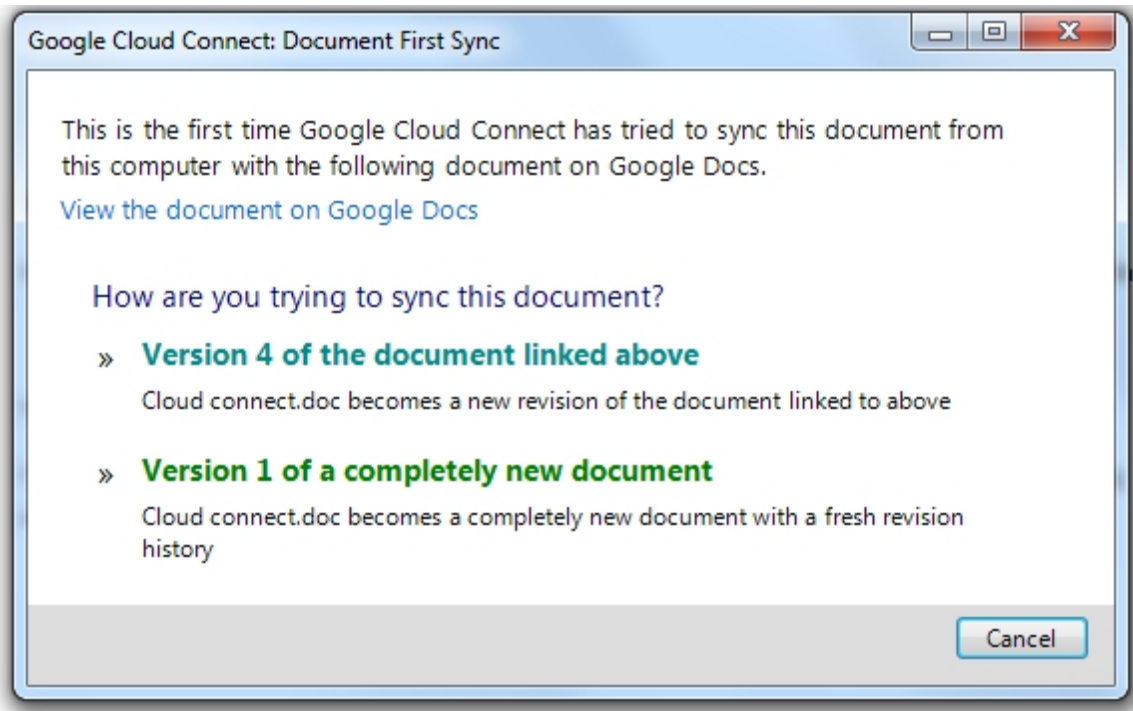
**3.2.4** At this stage you can navigate back to the document in google docs and you will see a revision history of every time the document was synced with cloud connect. You can download any revision to roll back a document to an earlier version